

SEAT REQUIRED DOCUMENTATION

(Quick Reference Chart)

FORM NAME	FREQUENCY	ROUTING	COMMENTS
Aircraft Use Report (OAS 23)	Daily	Contractor routes to OAS for payment	CONTRACT REQUIREMENT White is sent to OAS by vendor. Blue copy to Contractor. Yellow copy to Agency. SEMG should make a copy for their records.
Evaluation Report on Contractor Performance	End of the assignment	OAS / Contractor / Agency / SEMG	CONTRACT REQUIREMENT Original sent to OAS by SEMG. Additional copies should be made for the contractor, using agency and the SEMG records.
SEAT Pre-Use Information Worksheet (SEAT-001)	Prior to operations	Agency / Contractor / SEMG / Dispatch	ISOG REQUIREMENT Original to the Agency. Additional copies should be made for the contractor, Dispatch Office, and the SEMG records.
SEAT Aircraft / Support Vehicle Pre-Use Inspection (SEAT-002)	Prior to operations	Agency / Contractor/ SEMG	ISOG REQUIREMENT Original to the Agency. Additional copies should be made for the contractor and the SEMG records.
SEAT Pilot Duty Day Cumulative Log (SEAT-003)	Daily	Agency / SEMG	ISOG REQUIREMENT Original to the Agency. Copy to the SEMG for records
SEAT Fuel Truck Duty Day Cumulative Log (SEAT-004)	Daily	Agency / SEMG	ISOG REQUIREMENT Original to the Agency. Copy to the SEMG for records.
SEAT Mechanic Duty Day Cumulative Log (SEAT-005)	Daily	Agency / SEMG	ISOG REQUIREMENT Original to the Agency. Copy to the SEMG for records.
SEAT Tanker Log / Cost Summary Sheet (SEAT-006)	Daily (<i>One for each aircraft</i>)	Agency / SEMG	ISOG REQUIREMENT Original to the Agency. Copy to the SEMG for records.
SEAT Cost Summary Sheet (Supplemental) (SEAT-006 Supplemental)	As requested	Requesting Party	The supplemental cost sheet can be filled out if requested by an Incident Management Team or the using agency for their records.
Aircraft Contract Daily Diary	Daily	COR / Agency / SEMG	ISOG REQUIREMENT Original to the COR. Additional copies should be made for the using agency and the SEMG records.